

**CZECH REPUBLIC - CHECKLIST FOR SCHENGEN VISA APPLICATION**  
**(Omani nationals)**

VISA APPLICATION REQUIREMENTS:		Submitted?		
Admissibility requirements:		Applicant	VFS	VFS – remarks:
1.	Application has been lodged no more than 6 months and no later than 15 calendar days before the start of the intended visit	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<b>Application form</b> - duly completed and signed by the applicant or legal guardian in case of minors (legal guardian's passport copy must be attached)	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<b>One passport photograph</b> – sized 3,5 x 4,5 cm, complying with ICAO standards and corresponding to the <u>current</u> appearance of the applicant	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<b>Original passport + copy of all relevant pages (ID page, previous Schengen visas, etc.)</b> <ul style="list-style-type: none"> <li>• must be valid for at least 3 months after the intended return from the Schengen area, be issued within previous 10 years and contain at least 2 blank pages</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Purpose of journey:</b>				
5.	<p><b>For tourism:</b></p> <ul style="list-style-type: none"> <li>• Proof of accommodation during all of the intended stay in the Schengen area</li> </ul> <p><b>For business/conference/sports event visit:</b></p> <ul style="list-style-type: none"> <li>• letter from the inviting party stating the purpose, period and duration of stay, or <u>original Invitation Letter form</u> certified by the Czech Foreign Police</li> </ul> <p><b>For private visits:</b></p> <ul style="list-style-type: none"> <li>• original letter from the inviting person stating the purpose, period and duration of stay, the contact details and a full reference address, or <u>original Invitation Letter form</u> certified by the Czech Foreign Police</li> </ul> <p><b>For medical reasons visit:</b></p> <ol style="list-style-type: none"> <li>1. a recent medical report from a Omani health or rehabilitation facility and,</li> <li>2. a letter issued by the receiving Czech institution confirming the type of treatment reserved, the dates of stay and cost and,</li> <li>3. pre-payment or other proof of sufficient financial means for the treatment &amp; stay</li> </ol> <p><b>For study visit:</b></p> <ul style="list-style-type: none"> <li>• official documents from the receiving Czech institution, including contact details</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Itinerary details:</b>				
6.	<b>Hotel reservation(s) or other proof of accommodation</b> <ul style="list-style-type: none"> <li>• for the whole stay in the Schengen area</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	<b>Flight/travel reservations, including the reservation number</b> <ul style="list-style-type: none"> <li>• incl. domestic flights within Schengen area, train/bus reservations, etc. if applicable</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Proof of sufficient financial means:</b>				
8.	<b>Proof of sufficient financial means for the intended visit of the Schengen area</b> <ul style="list-style-type: none"> <li>• a bank statement for the past 3 months, or a credit card statement with a credit card copy, or a balance confirmation letter from the bank</li> </ul> <p>if trip sponsored (in unemployed, students, etc.) – a signed sponsorship letter, passport copy of the sponsor (with the signature of the sponsor) + proof of financial means of the sponsor (as per above)</p>			
<b>Bonds to OMN:</b>				
9.	<b>Original letter from employer/sponsor</b> (stamped and signed) <ul style="list-style-type: none"> <li>• stating employment status, position held, date of recruitment, length of contract, whether renewable or not, salary and the purpose of trip</li> <li>• including the contact details for the employer</li> </ul> <p><b>Self-employed:</b> valid original trade license + 1 copy thereof with translation to English</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Travel insurance policy:</b>				
10.	<b>Travel medical insurance policy</b> <ul style="list-style-type: none"> <li>• valid for the Schengen area and covering the entire period of intended stay</li> <li>• minimum coverage of 30.000 EUR, including repatriation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Travelling with minors:</b>				
11.	<b>Minors travelling without parents/legal guardian:</b> <ul style="list-style-type: none"> <li>• original authorisation signed by a parent(s)/legal guardian(s) and a copy of parent/legal guardian's passport(s)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other:</b>				
12.	<b>Any other documents submitted, specify:</b>	<input type="checkbox"/>	<input type="checkbox"/>	

**Order of documents:**

1. Application form
2. Copy of passport + previous Schengen visas
3. *Minors – parental authorisation (if applicable)*
4. Purpose of journey
5. Itinerary details documents
6. Proof of sufficient financial means
7. Bonds to OMN
8. *Other (if applicable)*
9. Travel insurance
10. Checklist

**Important Note:**

- The VFS Global visa centre staff is authorised by the Embassy of the Czech Republic in Riyadh to refuse to accept a Schengen visa application when the admissibility requirements (items 1-4 of the checklist) are not met.
  - Supporting documents must be presented in original (additional copy required if the original cannot be given away).
  - Translation of all Arabic documents into English or Czech is mandatory.
  - Visa applications are decided within 15 calendar days, this period can be extended in individual cases up to 45 days. There is no express fee for a faster visa appointment or procedure.
  - The Czech Embassy in Riyadh reserves the right to request any additional supporting documents or an interview, and does not guarantee the issuance of the visa.
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**Applicant's Declaration (tick below if applicable):**



I am aware that my application file does not comply with the above stated list of requirements, which may result in a visa refusal. Nevertheless, I insist on submitting my application. *(Note: The missing documents may be delivered to the email of the Embassy of the Czech Republic in Riyadh: [riyadh.consulate@mzv.gov.cz](mailto:riyadh.consulate@mzv.gov.cz) or to the visa centre if the original document is required within 5 days since lodging the application).*



I am aware that my intended trip starts in less than 15 days, which is the processing time given by the Schengen Visa Code. Nevertheless, I wish to submit my application and I am assuming all the responsibility if my application is not processed in time. *(Note: the submission desk staff may refuse to accept your application based on the instructions of the Embassy).*

**Place:**

**Date:**

**Applicant's (legal guardian's) signature:**

*Application received by:*

*Applicant's identity checked by:*

*Remarks by submission desk staff, if any:*